

INSTRUCTIONS FOR STUDENTS APPLYING TO OSTEOPATHIC MEDICAL SCHOOLS

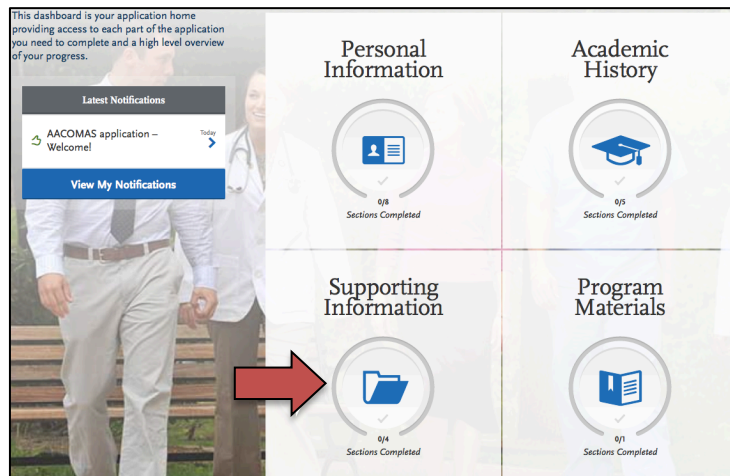
INSTRUCTIONS FOR STUDENTS SUBMITTING AN AACOMAS APPLICATION

The Preprofessional Advising Office will submit Letter Packets to schools participating in the AACOMAS application process electronically through AACOMAS.

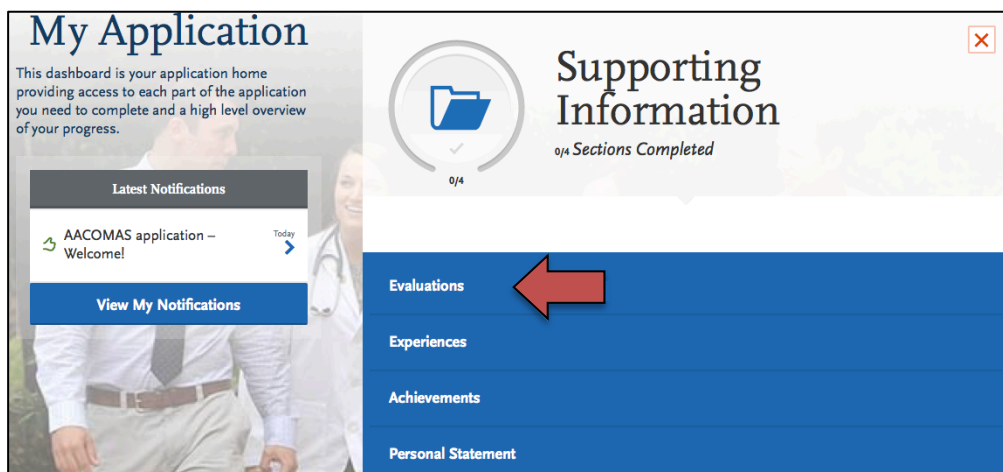
However, applicants receiving committee letter from a graduate program should note the following: AACOMAS allows applicants to submit only one committee letter. Since AACOMAS considers our Letter Packet as a type of committee letter, you will need to request that we submit your Letter Packet by a different means. We will submit your Letter Packet through VirtualEvals for all schools that allow submissions through this portal. We will submit your Letter Packet via email or the US Postal Service to schools that do not use VirtualEvals. There are specific instructions about this on the Transmission Form.

Before the submission of your AACOMAS application:

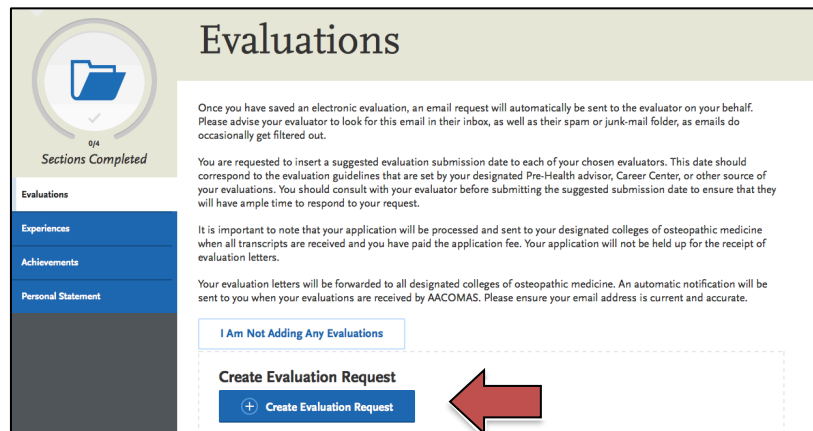
1. In your AACOMAS application, click “Supporting Information” and then “Evaluations.” Click the “Create Evaluation Request” button.



Screenshot courtesy of <https://aacomas.liasoncas.com/applicant-ux/#/dashboard>



Screenshot courtesy of <https://aacomas.liasoncas.com/applicant-ux/#/dashboard>



Screenshot courtesy of <https://aacomas.liaisoncas.com/applicant-ux/#/supportingInfo/evaluations>

- Click the appropriate selection regarding a committee evaluation. Although a Letter Packet is not a committee evaluation, AACOMAS does not differentiate between the two. Under Evaluator's Information, enter "Glen Zamansky" and "gzamansk@bu.edu." For the deadline, enter "12/31/2018." **Please note we are using this date solely as a way of filling out the "Due Date" section of the Letter Packet Request. You will have to provide us with more specific information when you submit your electronic transmission form (see information on the following page).** In the "Personal Message/Notes" section, write "N/A."

The screenshot shows the 'Create Evaluation Request' form. The sidebar on the left shows 'Sections Completed' (0/4) and menu items: 'Evaluations', 'Experiences', 'Achievements', and 'Personal Statement'. The main content area has a title 'Create Evaluation Request' with a close button (X). Below the title is a note: '* Indicates required field.' The form contains the following fields:

- Evaluator's Information**
 - * Are you requesting a committee evaluation: Yes No
 - * First Name:
 - * Last Name:
 - * Email Address:
 - * Due Date: MM/DD/YYYY
 - * Personal Message to Your Evaluator:

At the bottom right of the form, there is a character count: 3/500.

Screenshot courtesy of <https://aacomas.liaisoncas.com/applicant-ux/#/supportingInfo/evaluations/evaluation>

3. Click the appropriate selections regarding the Waiver of Evaluation and Permissions to Contact References, and then click “Save This Evaluation Request.”

The screenshot shows a web form with the following sections:

- Waiver of Evaluation**: A radio button labeled "Yes" is selected, and a radio button labeled "No" is unselected. The text reads: "I waive my right of access to this evaluation."
- Permission to Contact Reference**: A checkbox with a checkmark is selected. The text reads: "I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline."
- Permission for Schools to Contact Reference**: A checkbox with a checkmark is selected. The text reads: "I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so."

At the bottom of the form is a large blue button with a white checkmark icon and the text "Save This Evaluation Request". A red arrow points to the right side of this button.

Screenshot courtesy of <https://aacomas.liaisoncas.com/applicant-ux/#/supportingInfo/evaluations/evaluation>

NOTE: You must submit your AACOMAS application before your Letter Packet is submitted to AACOMAS. Letters are not required to verify your application.

Once you have submitted your AACOMAS application and received at least 4 secondary applications:

Fill out an electronic Transmission Form for Osteopathic Medical Schools, available online at www.bu.edu/prehealth/applicants/transmission. Complete and submit all sections of the Transmission Form. Once submitted, you will have the opportunity to save a copy of your request, which we strongly recommend you do for your record. *You will not receive a confirmation email for your submission.*

Although AACOMAS will send an email to our office indicating your request for a Letter Packet, **we will not process your request until you submit your electronic Transmission Form.**

Your request will be processed within one to three weeks from the business day that your Transmission Form is received by the Preprofessional Advising Office.

NOTE: Many schools have different deadlines for letters of recommendation and the rest of your secondary application. You should list on your Transmission Form the earliest deadline specifically for your Letter Packet. Arbitrary deadlines (e.g. “ASAP”) will be ignored.